

Technical Branch  
Code Compliance Group  
Building Series

RESIDENTIAL INSPECTOR

01/97 (TLW)

*Summary*

Under general supervision, conduct field inspections of residential buildings to ensure conformance with applicable structural, electrical, mechanical, gas and plumbing codes.

*Typical Duties*

Perform on-site inspections of residential construction for compliance with approved plans, specifications and applicable local, state and national codes, regulations and standards governing construction, alteration and repair of buildings. Involves: scheduling initial and follow-up inspections; reviewing plans and specifications in preparation for conducting inspection; investigating complaints to determine existence of illegal or hazardous conditions in new or existing residential structures; informing property owners and contractors of violations and unacceptable layouts, materials, and equipment; issuing red tags, correction notices, stop work orders and citations as appropriate when construction does not conform to code or approved plans; explaining code and design requirements and restrictions, and construction corrections necessary for compliance; assuring construction is being performed by licensed contractors under City issued permits.

Perform related duties as required. Involves: keeping abreast of code and policy changes; maintaining daily log; assisting in training departmental personnel on technical aspects of inspection, and code interpretation and enforcement; testifying in court and before Building, Plumbing/HVAC and Electrical Board of Appeals.

*Minimum Qualifications*

Training and Experience: Graduation from high school or GED, and five (5) years journey level experience in the construction trades (electrical, structural, plumbing or mechanical) including two years at the level of project superintendent; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Good knowledge of: principles, methods and materials of residential construction; national, state and local regulations and recognized professional standards related to single-family residential construction.

Ability to: read and interpret construction plans and code requirements; recognized deviations from approved plans; identify defects and hazards in material and work performed; enforce codes with firmness, tact and impartiality; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees, contractors, property owners, officials and the general public; maintain records and prepare reports.

Skill in safe operation of: standard building construction and measurement instruments; personal computers and computerized field data collection devices; motor vehicle through city traffic.

Physical Requirements: Move across uneven terrain, climb, bend and stoop to conduct field inspections at construction site; carry ladder and tools; frequent exposure to all weather conditions.

Licenses and Certificates: Certification by International Congress of Building Officials (ICBO) or Southern Building Code Congress International (SBCC) as level I Building, Electrical, Plumbing or Mechanical Inspector, and One and Two Family Dwelling Inspector by time of application. Obtain ICBO or SBCCI certification as Plumbing Inspector and Texas State certification as Plumbing Inspector within six (6) months from date of hire. Texas Class "C" Driver's License or equivalent from another state.

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Director of Personnel

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Department Head